



Texas Newborn Screening Performance Measures Project (TNSPMP) Plan

Version: 2.0

10.01.08

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Section	Change History Description	Date
Approval Section	Added Brian Castrucci and Sherry Clay on approval list for project plan.	10/1/08
1.2	Minor word changes.	10/1/08
1.4	Minor word changes.	10/1/08
1.5	Scope clarified to include efforts limited to pre and post analytical activities; performance measure identification, development, and implementation; and evidence-based investigation into specified disorders with time urgency recommendations.	10/1/08
1.6	Minor word changes and moved listed team members from Section 1 to Section 2.	10/1/08
1.7	Renamed project deliverable from TX PEAT to Performance Measure Identification Matrix.	10/1/08
1.8	Minor word changes.	10/1/08
2.0	Added Family Health Research and Program Development Unit in organization scheme.	10/1/08
2.1	Added teams and members on the project. Renamed TNSPMP External Stakeholder Team to NBS System Stakeholder Team.	10/1/08
2.2	Revised roles and responsibilities of project members.	10/1/08
4.0	Inserted new section covering project workgroups.	10/1/08
5.0	Scope illustration revamped. References to TX PEAT removed.	10/1/08
6.0	Timeline for year 2 were revised to sync with scope illustration components.	10/1/08
7.0	Communication plan revised with meeting titles.	10/1/08
8.0	Risk plan updated.	10/1/08

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1. PROJECT CHARTER

1.1 TNSPMP PURPOSE

The purpose of the Texas Newborn Screening Performance Measures Project (TNSPMP) is to establish evidence-based performance measures in the areas of pre and post analytical stages of the newborn screening process.

The Texas Department of State Health Services (DSHS) is committed to improving performance standards for the Texas Newborn Screening Program (TNSP).

The DSHS TNSP designed and proposed the TNSPMP in response to the Centers for Disease Control and Prevention (CDC) grant announcement, "Evidence-Based Laboratory Medicine; Quality/Performance Measure Evaluation". The TNSPMP was approved by CDC and awarded funding.

1.2 TNSPMP VISION

The vision of the TNSPMP is to provide evidence-based performance measures and assessment tools to the medical community in Texas. The primary purpose of these performance measures is to improve patient care for newborns identified with congenital and heritable disorders. These measures may serve as a model nationwide to enhance patient care.

1.3 TNSPMP MISSION

The mission of the TNSPMP is to identify evidence-based performance measures that link the quality of patient care with the quality of pre and post analytical stages of the newborn screening process, thus providing a self-sustaining model for systematic and continuous quality assessment.

1.4 TNSPMP OBJECTIVES

The project should accomplish the following objectives:

- ❖ Apply an evidence-based approach to identify and define gaps or deficiencies in pre and post analytical phases of the Texas Newborn Screening System.
- ❖ Identify and develop evidence-based performance measures and determine their effectiveness.
- ❖ Document specific interventions and tools for which there is evidence or a demonstrable likelihood of effectiveness in improving performance/quality in areas with noted deficiencies.

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1.5 TNSPMP SCOPE

The scope of this project involves the identification, development and implementation of evidence-based performance measures for pre and post analytical activities in the newborn screening system

- ❖ Examples of pre analytical activities include, but are not limited to specimen collection, specimen submission, specimen transport and delivery to the state laboratory, and specimen accessioning.
- ❖ Examples of post analytical activities include, but are not limited to, reporting of results, follow up, case management, diagnosis, and medical management.

As outlined by the grant, the scope of this project excludes development of performance measures that have direct relation to the testing phase of newborn screening and excludes implementation of interventions. The testing phase of the newborn screening process which is not in the scope of this project includes specimen sampling, analytical testing, and verification/release of results.

The scope of this project is also limited to disorders that have well documented time urgency recommendations for medical treatment. These include:

- ❖ Congenital Adrenal Hyperplasia (CAH)
- ❖ Galactosemia (GALT)
- ❖ Medium Chain acyl CoA Dehydrogenase (MCAD)
- ❖ Congenital Hypothyroidism (CH)
- ❖ Maple Syrup Urine Disease (MSUD)
- ❖ Phenylketonuria (PKU)
- ❖ Sickle Cell Disease

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1.6 TNSPMP RESPONSIBILITY

The Texas Newborn Screening Program (TNSP) is responsible for the TNSPMP. The program incorporates two organizational divisions within DSHS:

- ❖ The Division of Prevention and Preparedness Services includes the Laboratory Services Section that conducts analytical screens and quality assurance on the newborn screening specimens.
- ❖ The Division for Family and Community Health Services includes the Specialized Health Services Section which provides newborn screening follow-up, case management and outreach education to parents, submitters, and providers.

The TNSPMP IPT team is responsible for planning and executing the goals and objectives of the TNSPMP.

The DSHS Office of Business and Program Improvement within the Office of Priority Initiatives Coordination may provide project management coordination and support.

The DSHS Centers for Program Coordination Policy and Innovation may provide facilitation support for the quarterly TNSPMP meetings.

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1.7 KEY DELIVERABLES AND REPORTING REQUIREMENTS

Key Deliverables	Date
TNSPMP Charter (Completed)	02/29/2008
TNSPMP Project Plan (Completed)	02/29/2008
Performance Measure Identification Matrix	09/30/2008
TNSPMP Performance Measures Report	09/28/2009
TNSPMP Recommended Interventions Report	09/28/2010

Reporting Requirements	Date
Interim Progress Report, Non-competing continuation application submitted to CDC Grants Management Office (Completed)	06/15/2008
Annual Financial Status Report submitted to CDC Grants Management Specialist	12/29/2008
On-going Interim Progress Reports and Annual Financial Status Reports submitted CDC	On-going through 09/28/2010

1.8 ASSUMPTIONS

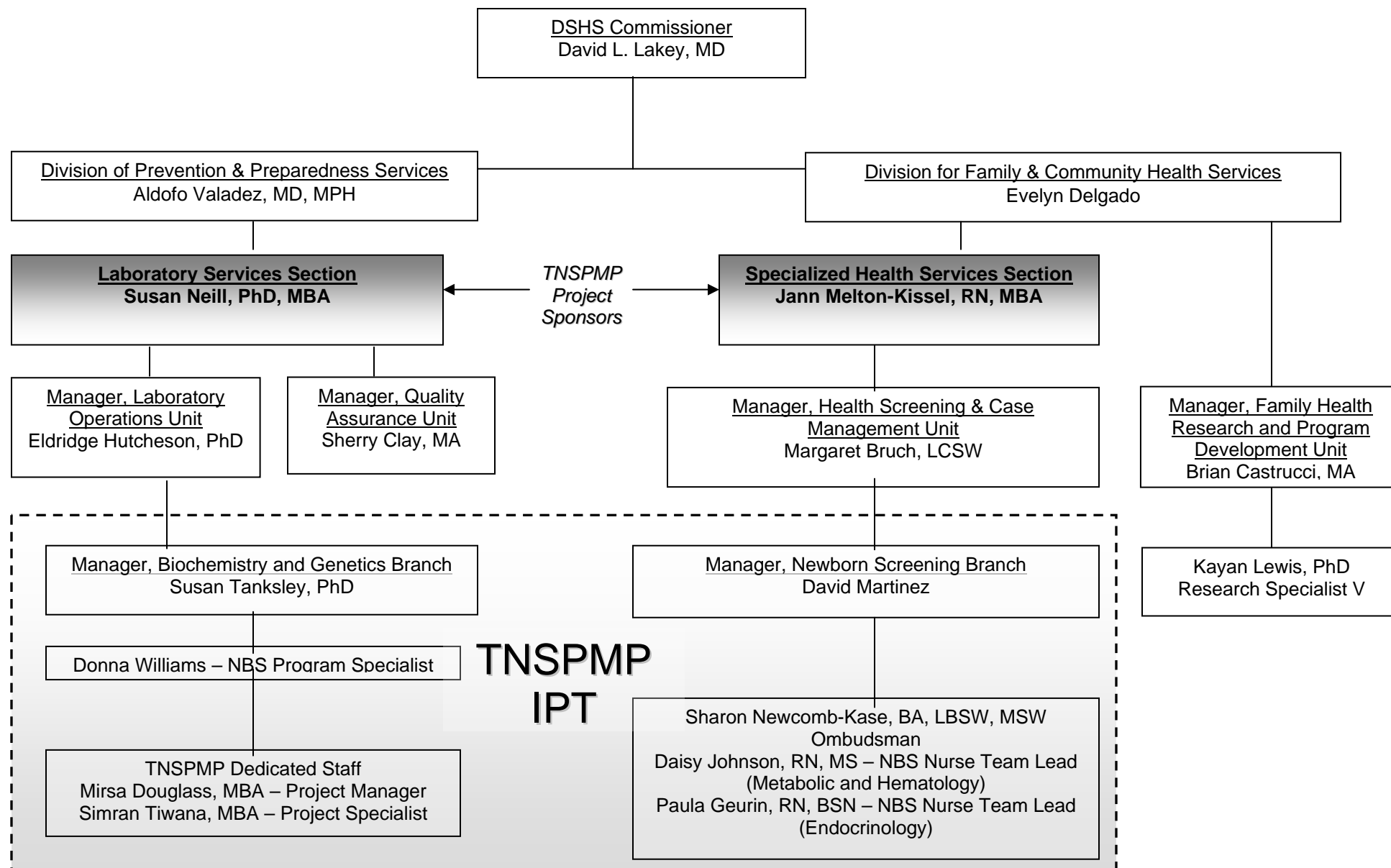
- ❖ Project will retain two full time employees for the duration of the three year project dedicated grant activities.
- ❖ Grant activities are contingent on continued federal funding throughout the three-year project.

1.9 CONSTRAINTS

- ❖ Dependency on health care providers and system stakeholders to provide needed data.
- ❖ Immediate access to all required data may not be available.
- ❖ Potential conflicting schedules among project team members may affect participation.

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2. PROJECT ORGANIZATION



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2.1 TNSPMP TEAMS

The TNSPMP consists of many teams that guide and propel the project. For roles and responsibilities of each team, see Section 3 Roles and Responsibilities.

DSHS TNSPMP Sponsors and Executive Oversight Team

- ❖ Susan Neill, PhD, MBA - Director, DSHS Laboratory Services Section, Division for Prevention and Preparedness
- ❖ Jann Melton-Kissel, RN, MBA - Director, DSHS Specialized Health Services Section, Division for Family and Community Health Services

DSHS Manager Unit Guidance Team

- ❖ Eldridge Hutcheson, PhD - Laboratory Operations Unit Manager, DSHS Laboratory Services Section, Division for Prevention and Preparedness
- ❖ Sherry Clay, MA - Quality Assurance Unit Manager, DSHS Laboratory Services Section, Division for Prevention and Preparedness
- ❖ Margaret Bruch, LCSW - Unit Manager, Health Screening and Case Management Unit, Division for Family and Community Health Services
- ❖ Brian Castrucci, MA - Unit Manager, Family Health Research and Program Development Unit, Division for Family and Community Health Services

DSHS TNSPMP Integrated Project Team (IPT)

- ❖ Mirsa Douglass, MBA - TNSPMP Manager, DSHS Laboratory Operations Unit
- ❖ Paula Geurin, RN, BSN - Newborn Screening Nurse Team Lead (Endocrine), DSHS Health Screening and Case Management Unit
- ❖ Daisy Johnson, RN, BSN, MS - Newborn Screening Nurse Team Lead (Metabolic and Hematology), DSHS Health Screening and Case Management Unit
- ❖ David Martinez - Newborn Screening Branch Manager, DSHS Health Screening and Case Management Unit
- ❖ Sharon Newcomb-Kase, BA, LBSW, MSW - Ombudsman, Newborn Screening Branch, DSHS Health Screening and Case Management Unit
- ❖ Susan Tanksley, PhD - Biochemistry and Genetics Branch Manager, DSHS Laboratory Operations Unit
- ❖ Simran Tiwana, MBA - TNSPMP Research Specialist, DSHS Laboratory Operations Unit
- ❖ Donna Williams - Texas Newborn Screening Program Specialist, Biochemistry and Genetics Branch, DSHS Laboratory Operations Unit

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TNSPMP Support Staff

- ❖ Claudia Wood - Administrative Assistant, DSHS Laboratory Operations Unit
- ❖ Jimi Ripley-Black - Webmaster, DSHS Laboratory Services Section
- ❖ Kayan Lewis, PhD - Research Specialist, DSHS Family Health Research and Program Development Unit
- ❖ Jill Wallace - Statistician, DSHS Laboratory Operations Unit
- ❖ Robin L. Scott, PMP - TNSPMP Facilitator, Open Circle Consulting

Centers for Disease Control and Prevention (CDC) Sponsor and Support Staff

- ❖ Susan R. Snyder, PhD, MBA - Economist, Division of Laboratory Systems, National Center for Preparedness, Detection and Control of Infectious Diseases (NCPDCID), CDC
- ❖ Lisa Kalman, PhD - Senior Service Fellow, Division of Laboratory Systems, NCPDCID, CDC
- ❖ Scott Gross, PhD - Health Economist, National Center on Birth Defects and Developmental Disabilities, CDC
- ❖ Ira M. Lubin, PhD - Geneticist, Division of Laboratory Systems, NCPDCID, CDC
- ❖ Malaika P. Washington - Oak Ridge Institute of Science and Education Fellow, Division of Laboratory Systems, NCPDCID, CDC
- ❖ Abrienne Patta - Oak Ridge Institute of Science and Education Fellow, Division of Laboratory Systems, NCPDCID, CDC

Newborn Screening (NBS) System Stakeholders

- ❖ Sandra Billings - Parent, Advocate for CARES (Congenital Adrenal Hyperplasia Research, Education and Support) Foundation, Inc.
- ❖ George R. Buchanan, MD - Professor of Pediatrics, University of Texas Southwestern Medical School in Dallas
- ❖ Kari Casas, MD - Medical and Biochemical Genetics, Trinity Mother Frances Hospitals and Clinics
- ❖ Donna Claeys, BSN, RN - Nurse, Texas Health and Human Services Commission Office of the Medical Director, Medicaid/CHIP
- ❖ Robert Crumb, MD - Obstetrician/Gynecologist, University of Texas Physicians of Central Texas
- ❖ L. Margaret Drummond-Borg, MD - Consultant Physician, Cook's Family Medical Center in Fort Worth
- ❖ Alice Gong, MD - Professor, Pediatrics Department, University of Texas Health Sciences Center, San Antonio

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- ❖ Jose L. Gonzalez, MD, JD, MEd - Medical Director, Texas Health and Human Services Commission Office of the Medical Director, Medicaid/CHIP
- ❖ Charleta Guillory, MD, FAAP - Associate Professor of Pediatrics, Section of Neonatology at Baylor College of Medicine
- ❖ Cheryl Hermerath, MBA, DLM, RM - Manager, Northwest Regional Newborn Screening Program for Oregon Department of Human Services Public Health Laboratory
- ❖ Scott McLean, MD - Colonel MC, United States Army, Chief, Medical Genetics, San Antonio Military Medical Centers - BAMC and WHMC, Clinical Genetics Consultant to the Army Surgeon General
- ❖ Javier Rameriz - Manager, Fresenius Medical Care of North America at Laredo Kidney Center
- ❖ John Saito, MD - Chief, Pediatric Pulminology and Director, Pediatric Cystic Fibrosis, Children's Hospital at Scott & White and Texas A&M University Health Science Center
- ❖ Stuart K. Shapira, MD, PhD - Pediatric Genetics Team, National Center on Birth Defects and Developmental Disabilities (NCBDDD), Centers for Disease Control and Prevention
- ❖ Eileen Sheridan-Shayeb, MD - Director of Ambulatory Pediatrics, Medical Center Hospital Family Health Center
- ❖ V. Reid Sutton, MD - Assistant Professor of Molecular and Human Genetics Department, Baylor College of Medicine in Houston
- ❖ Larry Sweetman, PhD - Director of the Mass Spectrometry Unit, Institute of Metabolic Disease at Baylor University Medical Center/Baylor Research Institute in Dallas
- ❖ Lois Taylor, RN, BSN, CPM - Director, Newborn Screening Program, Florida Department of Health, Children's Medical Services
- ❖ Brad Therrell, PhD - Director, National Newborn Screening and Genetics Resource Center in Austin
- ❖ Surendra Varma, MD - Professor of Pediatrics, Texas Tech University Health Sciences Center (TTUHSC)
- ❖ Sister Mary Nicholas Vincelli, BS, RN, MA - Board Member, Texas Perinatal Association
- ❖ Morgan Walthall, MSW - Texas State Director of Public Affairs, March of Dimes
- ❖ Don P. Wilson, MD - Professor and Chairman of Pediatrics, Texas A&M Health Science Center College of Medicine
- ❖ Jerald L. Zarin, MD, MBA, FAAP - Regional Medical Director, Blue Cross Blue Shield of Texas

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3. ROLES AND RESPONSIBILITIES

ROLE / NAME(S)	Responsibilities
<u>TNSPMP Sponsors and Executive Oversight Team</u> Susan Neill Jann Melton-Kissel	<ul style="list-style-type: none"> Serves as final approval authority for project and deliverables. Communicates with DSHS Assistant Commissioners regarding the project's status. Advocates for the project and provides appropriate resources. Attends the TNSPMP Sponsor Status Update Meetings. (See Section 7 Communication Plan.)
<u>Unit Manager Guidance Team</u> Eldridge Hutcheson Sherry Clay Margaret Bruch Brian Castrucci	<ul style="list-style-type: none"> Reviews project documents and deliverables for the project. Assists in identifying issues, risks, and opportunities that may impact the project. Helps identify and resolve issues, risks, and opportunities that may impact the project. Assists in addressing difficult to solve problems. Escalates issues to the Executive Oversight Team as necessary. Reviews TNSPMP Quarterly Meeting agendas along with materials and documentation prior to presentation at quarterly meetings. Attends TNSPMP Sponsor Status Update meetings, TNSPMP CDC Status Update meetings, and TNSPMP Stakeholder Quarterly meetings. (See Section 7 Communication Plan.)
<u>TNSPMP Project Director</u> Susan Tanksley	<ul style="list-style-type: none"> Translates strategic direction and provides operational leadership. Communicates project issues and status to NBS System Stakeholders. Escalates issues to the Executive Oversight Team and Unit Manager Guidance Team as necessary. Reviews project documents and deliverables for the project. Attends TNSPMP meetings listed in the project communication plan. (See Section 7 Communication Plan.)

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ROLE / NAME(S)	Responsibilities
<p><u>TNSPMP Manager</u> Mirsa Douglass</p>	<ul style="list-style-type: none"> • Presents project updates and status reports to TNSPMP Sponsor and Executive Oversight Team. • Designs and plans TNSPMP meetings as outlined in the project communication plan. (See Section 7 Communication Plan.) • Develops and maintains project management documentation. • Ensures that best practices are used to initiate, plan, execute, control, and close the project. • Ensures an up-to-date project web site is maintained to facilitate communication with NBS System Stakeholders. • Oversees TNSPMP Workgroups responsible for project deliverables. (See Section 4 TNSPMP Workgroups.) • Manages and participates on TNSPMP Workgroups to complete project deliverables. • Tracks decisions and action items arising from TNSPMP meetings. • Identifies and resolves issues, risks, and opportunities that may impact the project. • Escalates issues to the TNSPMP Project Director as necessary. • Attends TNSPMP meetings listed in the project communication plan. (See Section 7 Communication Plan.)

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ROLE / NAME(S)	Responsibilities
<p><u>TNSPMP Research Specialist</u> Simran Tiwana</p>	<ul style="list-style-type: none"> • Conducts literature searches for identifying evidence related to patient outcomes. Prepares oral presentations and written manuscripts based on the evidence documented in the literature. • Develops conceptual and operational definitions of evidence-based performance measures. • Develops systematic plan for prioritizing performance measures based on the strength of their evidence and relevance to TNSPMP objectives. • Develops appropriate research methodology for implementing evidence-based performance measures. • Designs surveys for TNSPMP and summarizes survey results for presentation to stakeholders. • Participates in TNSPMP Workgroups to complete project deliverables. • Provides input for periodic grant progress reports. • Assists with identifying issues, risks, and opportunities that may impact the project. • Assists with tracking action items arising from team meetings. • Assists with management of TNSPMP documents needed to support grant requirements. • Assists with planning and coordination of TNSPMP meetings. • Attends TNSPMP meetings listed in the communication plan.

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ROLE / NAME(S)	Responsibilities
<u>TNSPMP Integrated Project Team (IPT)</u> Susan Tanksley Donna Williams David Martinez Sharon Newcomb-Kase Mirsa Douglass Simran Tiwana Daisy Johnson Paula Geurin	<ul style="list-style-type: none"> • Attends TNSPMP IPT meetings. • Assists with collaboration on planning, conducting, and monitoring progress of the project. • Ensures that appropriate personnel and stakeholders are involved in planning, implementing, and participation of new project functions. • Communicates with internal and external stakeholders as necessary. • Provides information needed by the TNSPMP Manager and TNSPMP Research Specialist to complete project deliverables. • Reviews project deliverables providing feedback and input. • Assists with the planning, organizing, and managing the TNSPMP Quarterly Stakeholder meetings.
<u>DSHS Research Specialist</u> Kayan Lewis	<ul style="list-style-type: none"> • Reviews project documents and deliverables. • Provides guidance and serves as a consultant to the TNSPMP Manager and TNSPMP Research Specialist on performance measure development, survey design and development, and interpretation of survey results. • Participates in TNSPMP Workgroups at least weekly. (See Section 4 TNSPMP Workgroups.) • Attends TNSPMP CDC Status Update meetings.
<u>DSHS Laboratory Statistician</u> Jill Wallace	<ul style="list-style-type: none"> • Assists with data retrieval and manipulation of survey results. • Participates in TNSPMP Workgroups that involve data management.

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ROLE / NAME(S)	Responsibilities
<u>TNSPMP Travel Reimbursement Coordinator</u> Claudia Wood	<ul style="list-style-type: none"> Assists NBS System Stakeholders with proper completion of requisitions for travel reimbursements related to project activities. Expedites travel requisitions submitted by NBS System Stakeholders. Track reimbursements to ensure timely processing. Assists with scheduling meeting locations and meeting space and lodging reservations.
<u>TNSPMP Webmaster</u> Jimi Ripley-Black	<ul style="list-style-type: none"> Updates the TNSPMP website under the direction of the TNSPMP Manager.
<u>CDC Grant Officer and Staff</u> Susan Snyder Lisa Kalman Scott Gross Ira Lubin Malaika P. Washington Abrienne Patta	<ul style="list-style-type: none"> Provides guidance and technical assistance in project activities including literature searches; performance measure identification, development, and implementation; survey design and development; and preparing project manuscripts for publication. Provides assistance with project activities where appropriate.
<u>TNSPMP Facilitator</u> Robin L. Scott, PMP Open Circle Consulting	<ul style="list-style-type: none"> Assists TNSPMP IPT with stakeholder development, process design and facilitation of quarterly TNSPMP meetings.

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ROLE / NAME(S)	Responsibilities
<p><u>NBS System Stakeholder Team</u></p> <p>Sandra Billings</p> <p>George R. Buchanan</p> <p>Kari Casas</p> <p>Donna Claeys</p> <p>Robert Crumb</p> <p>Margaret Drummond-Borg</p> <p>Alice Gong</p> <p>Jose L. Gonzalez</p> <p>Charleta Guillory</p> <p>Cheryl Hermerath</p> <p>Scott McLean</p> <p>Javier Ramirez</p> <p>John Saito</p> <p>Stuart K. Shapira</p> <p>Eileen Sheridan-Shayeb</p> <p>V. Reid Sutton</p> <p>Larry Sweetman</p> <p>Lois Taylor</p> <p>Brad Therrell</p> <p>Surendra Varma</p> <p>Sister Mary Nicholas Vincelli</p> <p>Morgan Walthall</p> <p>Don P. Wilson</p> <p>Jerald L. Zarin</p>	<ul style="list-style-type: none"> • Attends quarterly face-to-face TNSPMP Team meetings to provide input on progress of project deliverables. • Actively participates in monthly Webinars or conference calls on assigned TNSPMP Workgroups that directly contribute to project deliverables. • Reviews, comments, and provides overall input on project reports and deliverables produced by the TNSPMP IPT Team. • Serves as subject matter experts.

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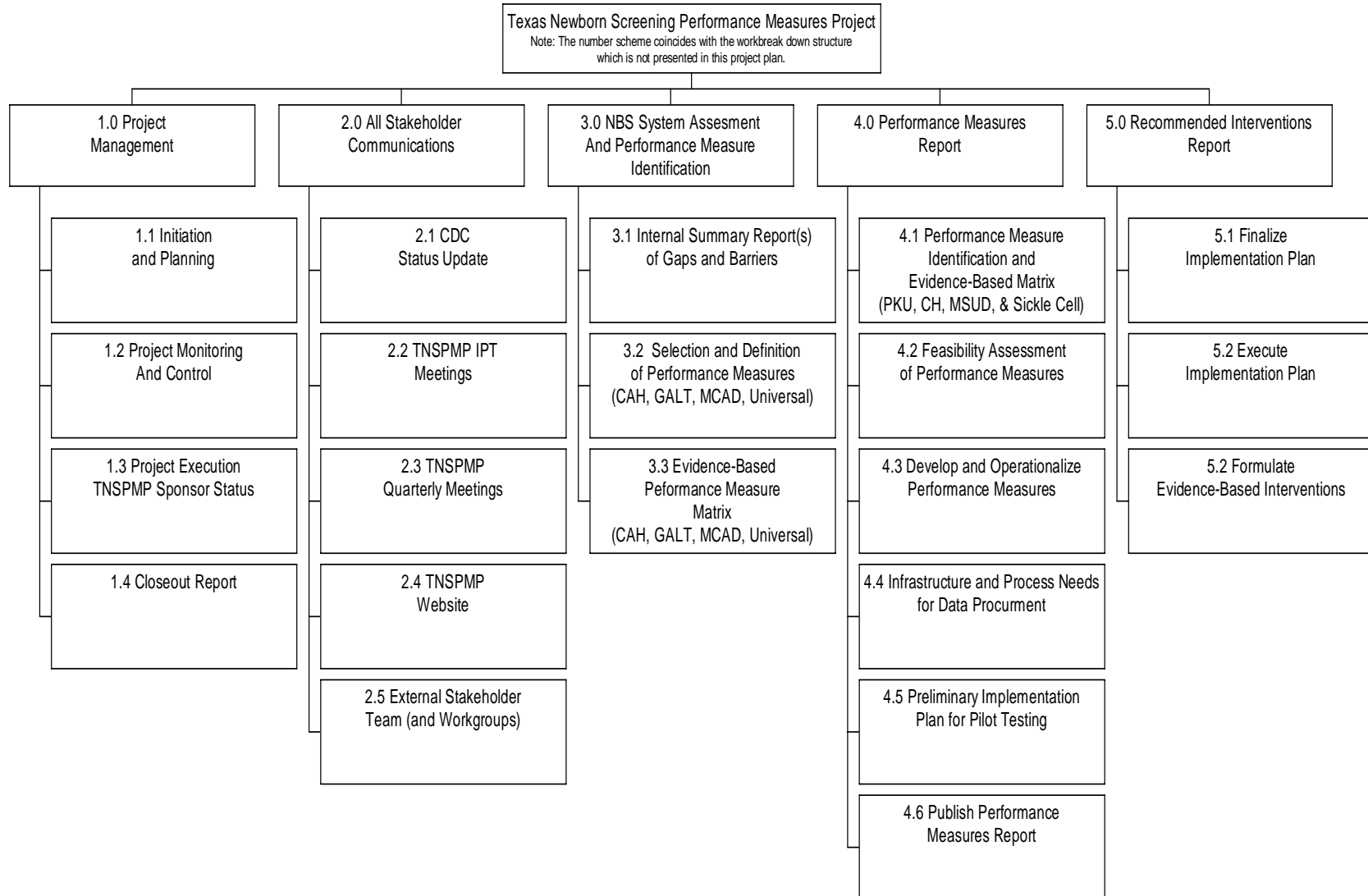
4. TNSPMP WORKGROUPS

The following are workgroups organized for year 2 of the grant period. These workgroups will be responsible for the final product of major project deliverables.

WORKGROUP NAME	Objective
<u>Literature Review Workgroup</u> Mirsa Douglass Simran Tiwana Malaika Pepper Washington Abrienne Patta	To review evidence-based literature related to time to treatment for CAH, GALT, MCAD, CH, PKU, Sickle Cell, and MSUD.
<u>Performance Measure Workgroup</u> Mirsa Douglass Simran Tiwana Jill Wallace Kayan Lewis	To identify, prioritize, develop, and pilot evidence-based time to treatment performance measures for the newborn screening program.
<u>Survey Development and Analysis Workgroup</u> Mirsa Douglass Simran Tiwana Jill Wallace Kayan Lewis	To design and develop surveys needed for year 2 of the grant period. To analyze and interpret survey results.
<u>NBS National Performance Measure Survey Workgroup</u> Mirsa Douglass Simran Tiwana Jill Wallace Kayan Lewis	To administer survey designed to identify existing performance measures utilized by state programs within the United States.
<u>Performance Measure Disorder Specific Workgroups</u>	May be initiated. Appropriate stakeholders will be asked to participate as needed.

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5. WORK BREAKDOWN STRUCTURE (SCOPE ILLUSTRATION)



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6. SCHEDULE OVERVIEW (GANTT CHART)

Major Activities – Year One * Interim Progress Report Due	Oct 2007	Nov 2007	Dec 2007	Jan 2008	Feb 2008	Mar 2008	Apr 2008	May 2008	June 2008 *	July 2008	Aug 2008	Sep 2008
Initiate and plan project												
Establish system stakeholder team members												
Complete TNSPMP charter												
Hold TNSPMP Team meetings												
Review stakeholder observations, PEAS results, and NNSGRC review for gaps and barriers findings												
Complete May 2008 Texas NBS Gaps and Barriers Report												
Perform time-to-treatment literature review for Congenital Adrenal Hyperplasia and Galactosemia												
Perform time-to-treatment literature review for MCAD/fatty acid disorders												
Brainstorm performance measures based on literature reviews												
Streamline performance measures												
Identify “candidate” performance measures												

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Major Activities – Year Two * Interim Progress Report Due ** Annual Financial Status Report Due	Oct 2008		Nov 2008		Dec 2008 **		Jan 2009		Feb 2009		Mar 2009		Apr 2009		May 2009		June 2009 *		July 2009		Aug 2009		Sep 2009	
Hold TNSPMP Team meetings																								
Complete identification of evidence-based performance measures for universal and disorder specific items including CAH, GALT, MCAD, CH, PKU, MSUD, and Sickle Cell)																								
Develop and operationalize performance measures																								
Investigate and assess the feasibility of implementing selected performance measures																								
Identify and address infrastructure and process needs for data procurement																								
Prepare a preliminary plan for piloting performance measures in Year 3 (Compose Performance Measures Report)																								

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Major Activities – Year Three * Interim Progress Report Due ** Annual Financial Status Report Due	Oct 2009		Nov 2009		Dec* * 2009		Jan 2010		Feb 2010		Mar 2010		Apr 2010		May 2010		June * 2010		July 2010		Aug 2010		Sep 2010	
Hold TNSPMP Team meetings																								
Finalize implantation plan for pilot																								
Execute pilot																								
Review viable interventions. Compose and present TNSPMP Recommended Interventions Report																								

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7. COMMUNICATION PLAN

The following list of standing meetings is to communicate project activities and progress and obtain feedback on deliverables for year 2 of the grant period. Meeting agenda and notes are located on the DSHS shared drive and are available to all project members.

Meeting Title	Owner	Audience	Communication Activities	Frequency	Communication Outcomes
Not applicable.	TNSPMP Sponsors: Susan Neill Jann Melton-Kissel Brian Castrucci	DSHS Assistant Commissioners: Aldofo Valadez Evelyn Delgado	Inform project status and updates.	As Needed	E-mails, verbal updates in meetings, etc
TNSPMP Executive Oversight Update Meeting	Project Manager Mirsa Douglass	TNSPMP Sponsors: Susan Neill Jann Melton-Kissel Brian Castrucci	Update TNSPMP sponsors on current project issues, resolutions, plans, and overall progress.	Monthly	TNSPMP Sponsor Status Review meeting notes Updates to TNSPMP action items and milestone schedule as needed
TNSPMP CDC Status Update Meeting	Project Manager Mirsa Douglass	CDC Grant Officer: Susan Snyder	Update CDC programmatic grant contact to discuss current project issues, resolutions, plans, and overall progress. In addition to formal updates, the IPT will seek ongoing project input and guidance from CDC staff.	Monthly, or more frequent as needed	CDC Status Update meeting notes Updates to TNSPMP action items and milestone schedule as needed
TNSPMP IPT Meeting	Project Manager	TNSPMP IPT members	Review project plans, timeline, progress, and deliverables needed to meet project requirements. Discuss and resolve project	Weekly	TNSPMP IPT agenda and meeting notes

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Meeting Title	Owner	Audience	Communication Activities	Frequency	Communication Outcomes
	Mirsa Douglass		issues and potential risks.		Updates to TNSPMP action items
TNSPMP Quarterly Meetings	Mirsa Douglass	NBS System Stakeholders	Mirsa Douglass and TNSPMP IPT members will update NBS System Stakeholders via TNSPMP quarterly meetings, Webinars, conference calls, the TNSPMP website, and via E-mail. The purpose of these various communication methods is to be flexible with stakeholder schedules while allowing several methods for stakeholder to review documents, research literature, and conduct other activities needed to meet project deliverables. Also, these communication methods will be used to discuss current project issues, resolutions, plans, and overall progress.	Quarterly, and as needed intermittently between quarterly meetings	TNSPMP Quarterly agenda and meeting notes Updates to TNSPMP action items
Not applicable	Mirsa Douglass Jimi Ripley-Black	Project stakeholders and the public	A TNSPMP website is available with information including a detailed project overview, FAQ's, information on team members, project events, and contact information. Web link: http://www.dshs.state.tx.us/lab/tenspmp.shtm	Updates will be provided as needed	Up-to-date TNSPMP website

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8. RISK RESPONSE PLAN

The following are mitigation plans of major risks that may impact the success of the project.

#	Risks (Cause-Risk-Effect)	Analysis - Rating (High-10 , Med-5, Low-1)			Risk Response Description	Risk Owner	Status / Notes
		Probability (P)	Impact (I)	Impact Rating (P x I)			
1	The hiring of the project coordinator (research specialist) is delayed because selected candidates for hire rejected the employment offer. Literature search activities for evidence-based materials, quality of summary reports produced to assist with identification of gaps and barriers, and performance development might be inadequate. This could affect the quality of performance measures developed. This could also delay project deliverables to meet CDC grant deadlines.	High	High	100	Mitigate as follows: Repost position for hire. Seek research specialist internal to DSHS to assist and consult with research activities.	S. Tanksley	Position filled. RESOLVED
2	DSHS laboratory statistician previously available is no longer with the organization. Development of survey tools and sufficient analysis of survey results may be at risk. Lack of statistician services for the project could result in useless survey data thus effecting performance measure refinement and intervention recommendations.	Med	High	50	Mitigate as follows: Contract statistician services if an internal statistician is not replaced in time for needed services.	M. Douglass	Position filled. RESOLVED

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#	Risks (Cause-Risk-Effect)	Analysis - Rating (High-10 , Med-5, Low-1)			Risk Response Description	Risk Owner	Status / Notes
		Probability (P)	Impact (I)	Impact Rating (P x I)			
3	Ensuring full attendance of system stakeholders at quarterly meetings is challenging. Lack of comprehensive input on project deliverables may be at risk. Needed stakeholder perspective could be lost and/or data supporting the project deliverables could be lacking.	High	Medium	50	Mitigate as follows: Provide flexible communication methods. See project communication plan. Obtain optimum meeting dates from system stakeholders.	M. Douglass	Flexible communication methods in place. Obtaining input on optimum dates is in progress. ON-GOING
4	Dr. Drummond-Borg, Medical Consultant to the NBS program who is a key member of the TNSPMP IPT retired February 2008. A replacement may not be as familiar with NBS or DSHS follow-up/case management processes. This could compromise the effectiveness and productivity of the TNSPMP IPT.	Med	High	50	Mitigate as follows: Add nursing staff with experience in follow-up/case management processes to the IPT.	D. Martinez	Offer has been made to Debra Freedenberg, MD. Start date still pending.